

**Travel & Expense Account  
Transmittal Sheet**

**For Approval, Mail Receipts To**

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810



Employee Name	<u>QUINLAN, CHRISTY</u>
Expense Dates	<u>10/08/09-10/26/09</u>
Total Expense Amount	<u>19.25</u>
Amount Due Employee	<u>19.25</u>
Form ID	<u>TEA000556646</u>

**INSTRUCTIONS FOR SUBMISSION**

*Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
)	10/08	Parking, Auto	4.00	
)	10/20	Parking, Auto	4.00	
)	10/26	Parking, Auto	11.25	

*Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
TERESA M TAKAI

# Travel & Expense Account Summary

Employee Name CHRISTY QUINLAN  
 Expense Dates 10/08/09-10/26/09  
 Trip Name 601/Oct 8, Oct 20, Oct 26/Parking

Request Total \$ 19.25  
 Direct Charge Total - 0.00  
 Travel Advances - 0.00  
 Net Due Employee = 19.25

Totals		
Trip/Expense Category	Trip Name	Total Amount
Travel Expenses	HIT/HIE	11.25
Travel Expenses	Sac Break Brief	4.00
Travel Expenses	CIO Adv Mtg	4.00

DATE	Thu Oct 8									TOTAL
ng, Auto	4.00									4.00
TOTALS \$	4.00									4.00

DATE	Tue Oct 20									TOTAL
ng, Auto	4.00									4.00
TOTALS \$	4.00									4.00

DATE	Mon Oct 26									TOTAL
ng, Auto	11.25									11.25
TOTALS \$	11.25									11.25

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Travel Expenses	CIO Adv Mtg	10/08/09	Parking, Auto	4.00	Cash
Travel Expenses	Sac Break	10/20/09	Parking, Auto	4.00	Cash
Travel Expenses	HIT/HIE	10/26/09	Parking, Auto	11.25	Cash

**Travel & Expense Account  
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**After Approval, Mail Receipts To**

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
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Employee Name	QUINLAN, CHRISTY
Expense Dates	10/19/09-10/29/09
Total Expense Amount	830.41
Amount Due Employee	383.43
Form ID	TEA000545559

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/19	Taxi Fare	17.50	
2)	10/19	Parking, Auto	15.00	
3)	10/28	Business Expense - Other	60.00	
4)	10/29	Parking, Auto	10.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	94.115	Automated Audits have not been applied to Business Expense-Other expense; approvers should review.	

I have reviewed the following documents.

Approved  
by:

TERESA M TAKAI

# Travel & Expense Account Summary

Employee Name CHRISTY QUINLAN  
Expense Dates 10/19/09-10/29/09  
Report Name 601 October 19, October 29, 2009: Ontario,  
Monterey

Request Total \$ 830.41  
Direct Charge Total - 446.98  
Travel Advances - 0.00  
Net Due Employee = 383.43

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CALNENA	436.21
Regular Travel	911 Adv Board	394.20

NOTE: (d)=Direct Charge

DATE	Mon Oct 19									TOTAL
Commercial Air Fare (d)	339.20									339.20
Taxi Fare	17.50									17.50
Parking, Auto	15.00									15.00
Breakfast	6.00									6.00
Mileage, Personal Auto	16.50									16.50
TOTALS \$	394.20									394.20

DATE	Wed Oct 28	Thu Oct 29								TOTAL
Dinner	18.00	18.00								36.00
Mileage, Personal Auto	106.15	110.28								216.43
Business Expense - Other	60.00									60.00
Lodging (d)		107.78								107.78
Parking, Auto		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	184.15	252.06								436.21



# Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	911 Adv Board	10/19/09	Commercial Air Fare	339.20	Direct Charge
Regular Travel	911 Adv Board	10/19/09	Taxi Fare	17.50	Cash
Regular Travel	911 Adv Board	10/19/09	Parking, Auto	15.00	Cash
Regular Travel	911 Adv Board	10/19/09	Breakfast	6.00	Cash
Regular Travel	911 Adv Board	10/19/09	Mileage, Personal Auto	16.50	Cash
Regular Travel	CALNENA	10/28/09	Dinner	18.00	Cash
Regular Travel	CALNENA	10/28/09	Mileage, Personal Auto	106.15	Cash
Regular Travel	CALNENA	10/28/09	Business Expense - Other	60.00	Cash
Regular Travel	CALNENA	10/29/09	Lodging	107.78	Direct Charge
Regular Travel	CALNENA	10/29/09	Parking, Auto	10.00	Corporate Card
Regular Travel	CALNENA	10/29/09	Dinner	18.00	Cash
Regular Travel	CALNENA	10/29/09	Incidentals	6.00	Cash
Regular Travel	CALNENA	10/29/09	Mileage, Personal Auto	110.23	Cash